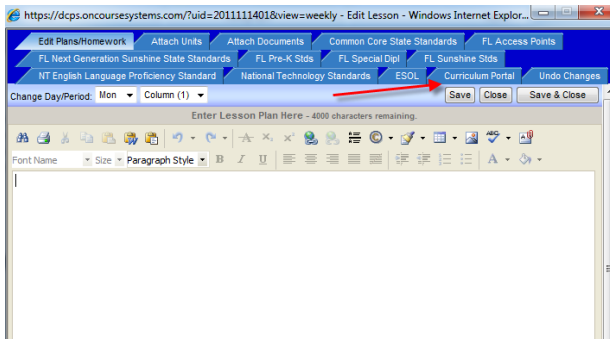
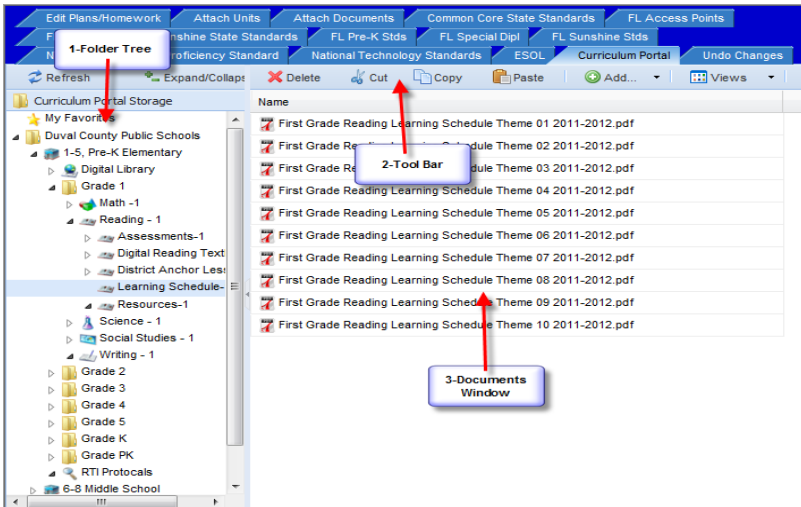
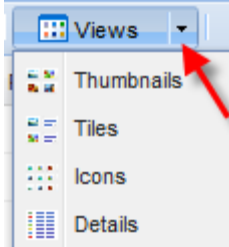
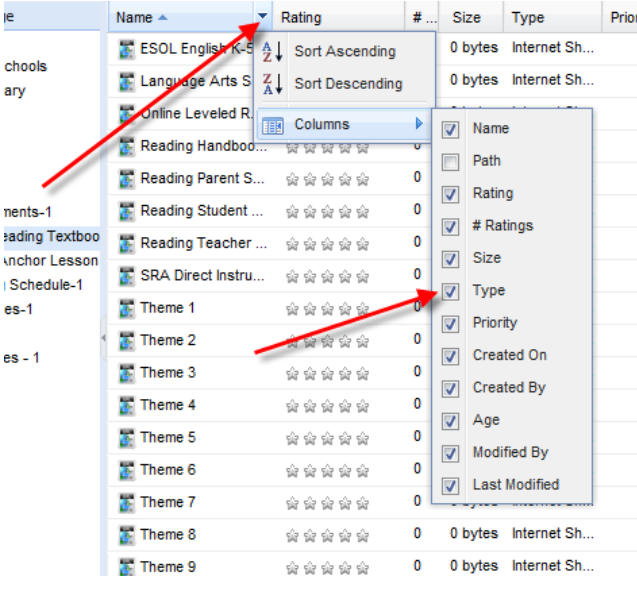


# OnCourse Curriculum Portal Guide



<b>OnCourse Curriculum Portal Features</b>	<p>Curriculum Portal is a secure district document repository that can be accessed through the OnCourse System</p> <p>There are many features built into the Curriculum</p> <ul style="list-style-type: none"> <li>• <b>Document Sharing</b> – The Curriculum Portal contains DCPS Digital and Curriculum Resources that are shared with all teachers.</li> <li>• <b>OnCourse Lesson Plans</b>- Documents uploaded into this area can be linked to lesson plans and homework.</li> <li>• <b>Standards Mapping</b> – Each file/resource can be associated to one or many standards. Teachers can use this resource as they write their lesson plans.</li> </ul>
<b>Accessing the Curriculum Portal</b>	<p>You can access the Curriculum Portal while you are planning and creating your lessons in the OnCourse Lesson Planner. You have the ability to link the DCPS Digital and Curriculum Resources to the Standards to the lesson planner with ease of use.</p> <p>Teachers can collaborate, share and communicate while they are creating their lesson plans online</p> <p>The lesson plans become dynamic when resources are linked in the lesson planner.</p> <p>Principals can access the Lesson Planner and see what resources the teachers are using to engage, help to guide, and maximize instruction.</p> <ul style="list-style-type: none"> <li>• Go to the OnCourse Website. <a href="https://dcps.onsourcesystems.com/">https://dcps.onsourcesystems.com/</a></li> <li>• Select My Planner tab in OnCourse</li> <li>• Double click in the lesson plan block you would like to create and add the resources.</li> <li>• Click on the Curriculum Portal Tab</li> </ul> 
<b>Exploring the Curriculum Portal</b>	<p>There are three main areas in the Curriculum Portal.</p> <ul style="list-style-type: none"> <li>• <b>Section 1-The Folder Tree</b> This contains a series of folders that are used to organize files. Clicking on any folder will display the files that are stored in the folder.</li> <li>• <b>Section 2 – Toolbar</b> the tools you can access depends on your permissions that are set for you.</li> <li>• <b>Section 3 – Documents Window</b> This window is where any uploaded files are displayed. When a folder is clicked in the Folder Tree, the documents contained in that folder will display here.</li> </ul> 

<b>Changing the View</b>	<p>There are four different view that can be applied to the Documents Window:</p> <ol style="list-style-type: none"> <li>1. Thumbnails- shows a small picture preview of each file</li> <li>2. Tiles-shows an icon for each file showing its type and its file size</li> <li>3. Icons-shows only a file's icon</li> <li>4. Details-shows a compact list of every file, along with its size, type, and date of last modification.</li> </ol> <p>To change the view, click the Views button on the toolbar and select a view from the list.</p>	
<b>Sorting the Files</b>	<p>The files in the Document Window can be sorted by the information in any column.</p> <ul style="list-style-type: none"> <li>• To do so, click the arrow next to the column to be sorted: there are options to sort each column. You can sort by ascending/descending, which relates to each column.</li> <li>• You can also just show the information that you would like to view on each document, by selecting or deselecting the check boxes.</li> </ul>	
<b>Link resources to your lesson plan</b>	<p>You can link resources directly in your lesson plans.</p> <ul style="list-style-type: none"> <li>• Open the lesson planner, and click on the lesson block where the file will be attached. You will see the Lesson Plan Editor window.</li> <li>• Click on the Curriculum Portal tab.</li> <li>• Select the document you would like to attach, then right click on the document. A window will open up.</li> <li>• Click - Link to Lesson. You will then be able to attach the document to your teacher lesson plan and/or Homework.</li> </ul> <p>Next you will click on Edit Plans/Homework tab and select the Save &amp; Close Button.</p> <p>You will see that your document was saved to your lesson plan.</p>	